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**TOWN OF  
BROOKLINE, NEW HAMPSHIRE  
MELENDY POND MANAGEMENT COMMITTEE**

**P.O. BOX 360 – 1 Main Street  
BROOKLINE, NH 03033-0360**

<http://www.brookline.nh.us>

*Minutes*

*Melendy Pond Management Committee (MPMC)  
Monday, May 13, 2019*

Attendees for the committee's first meeting included members: Tom Solon, Brendan Denehy, Eddie Arnold, Randy Haight and Tad Putney as well as resident Russell Haight.

**Brendan** opened the meeting at 6:30pm.

**Elections**

***Brendan nominated Eddie as Chair, seconded by Tom; voted Yes 4-0; Randy abstained.***

***Tom nominated Brendan as Vice-Chair, seconded by Tad; voted Yes 4-0; Randy abstained.***

***Brendan nominated Tad as Secretary/Bookkeeper, seconded by Tom; voted Yes 4-0; Randy abstained.***

**Review Committee Charter**

**Tom** asked if it would be better to contact tenants with option details in August rather than September 1<sup>st</sup> given some will be gone by then. Members agreed to aim to send option agreements to tenants in August. No other issues were noted.

**Code of Ethics**

***Tom moved to adopt the Code of Ethics, seconded by Brendan; voted Yes 4-0; Randy abstained.***

**Draft Letter to Tenants**

**Eddie** identified a typo in the draft letter. It was agreed that the letter should include the names of the MPMC members. **Tom** suggested referring in the letter to the 2018 committee report, which is available on the website. Members agreed for **Tad** to mail out the letter.

**Potential Attorneys**

No members knew of an attorney who specializes in lease/license agreements. **Brendan** suggested **Tad** reach out to the town administrator network. **Tom** said he would reach out to a few attorneys and will send any information he gets to all members. **Tad** said he would reach out to several attorneys for their recommendations for the next meeting.

**Demolition of 8 Eighth Street**

**Eddie** said he, **Mike** and **Tad** visited the site to see if the DPW could do the demolition and it was beyond its current capabilities. **Randy** said on the other demolitions **Jerry Farwell** had been the cheapest. He said several years ago the MPA got one bid around \$15,000, another around \$11,000 and **Jerry** was about \$7,500. **Tom** asked if we are sure we want to demolish it. **Randy** said yes. **Eddie** suggested we seek bids. **Tad** will prepare a Request for Proposals. **Tom** asked if the town anticipates any other demolitions around the same time for an economies of scale. **Tad** said no. Members agreed to an RFP deadline of Friday, June 7<sup>th</sup>. It will require proof of insurance. **Tad** said he will circulate a draft of the RFP to members prior to sending it out. It was agreed that when meeting with potential contractors **Tad** will ask if there would be an economies of scale if they were removing five similar structures as opposed to one.

**Establishing Revolving Fund**

**Tad** said he would have the Town Treasurer establish the new fund when we are ready to transfer the funds from the existing Melendy Pond account. He said **Russell Haight** would be joining the meeting later for further discussion on the topic.

**Other Business**

**Randy** said that generally he would meet with **Jerry Farwell** in May to evaluate the dirt roads and get repairs done by Memorial Day. **Eddie** said that with the DPW, it could be brought in-house now. **Brendan** said the Selectboard would need to be on board with **Mike** doing the work. **Randy** said that the annual cost was around \$1,500 for the work.

**Tom** asked if the tenant addresses have been shared with the schools. **Eddie** said that issue should be looked into in more detail and be a separate agenda item at a future meeting. **Tom** said he thought it would be a good check and balance regarding tenants not having children in the schools. **Eddie** said we should have it on our next agenda. **Brendan** suggested the new licenses/leases have specific language about not being able to use the schools.

**Randy** will meet with **Mike Wenrich** to discuss road repairs. Members agreed to invite **Mike** to the committee's third meeting.

**Russell Haight – Financial Background**

**Russell** arrived at 7:15pm. He said that about two-thirds of the tenants have paid their 2019 rent, which was due April 1<sup>st</sup>. He said we should send out follow-up letters to those who have not paid as they are in breach of their lease. Members agreed. **Tom** asked if any tenants are more than one year delinquent on their rent. **Russell** said no. He said that in years past the MPA had a savings and checking account, and even certificates of deposit at one time, but there is only a checking account at present. **Eddie** suggesting transferring most of the funds to the new Revolving Fund now and keeping the old account open in the event there are any last checks that come in and then closing out the account and moving the last of the funds at some point in the future. All agreed to this approach. **Tad** said he would note the new mailing address for payments in the follow-up rent letters. **Russell** said the current account balance is just under \$30,000. **Tad** said he would coordinate the opening of the new account by the treasurer and then connect with

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**Russell** on transferring the funds in two stages. **Tad** and **Russell** will meet separately for **Tad** to obtain files.

**Next Meeting**

The next meeting was set for Tuesday, May 28<sup>th</sup> at 6:30 in the Town Hall conference room.

**Next Agenda**

The following items will be discussed:

- Discuss potential lawyers for assistance on leases/licenses
- Discuss potential rental rates
- Discuss items for inclusion in leases

**Non-Public Session**

*At 7:56pm Eddie moved, seconded by Brendan, to go into non-public session per RSA 91-A:3 II (c) reputation and (d) lease of real estate; roll call vote Yes 4-0; Randy abstained.*

*At 8:25pm Eddie moved, seconded by Brendan, to come out of non-public session and seal the minutes; roll call vote Yes 4-0; Randy abstained.*

Meeting adjourned at 8:25pm

Minutes submitted by Tad Putney.